

## 8314 TELEPHONE FEATURES (Little Phone)

Single line phone -- Lift Handset and dial number

-or-

dial the number, lift Handset, and press Dial

Lift Handset to answer call

-or-

press Handsfree to answer call

### HANDSFREE / MUTE

To call –

- Leave handset in cradle and press Handsfree key.
- Dial your telephone number and have a Handsfree conversation.

To answer –

- Press Handsfree when your telephone rings to answer and have a handsfree conversation.
- Pick up the handset to turn off the Handsfree.

To activate Mute and turn off your microphone so your caller cannot hear you –

- Press Handsfree a second time. The LCD will flash, indicating the microphone is muted.
- Press Handsfree again to deactivate Mute.

### RLS

Press RLS to hang up. This is a silent hang up.

### HOLD

Press Hold to put a call on hold – Hang up Handset.

### VOLUME

Speaker, Ring, and Handset volume are controlled by the bar under your key pad.

### LAST NUMBER REDIALS

- Press Redial Key (last number you called is displayed).
- Use up and down arrows to scroll through list of five numbers.
- Lift Handset, press Handsfree, or press Dial Key.

### TRANSFER

To transfer a telephone caller to another extension –

- Press Link (hear second dial tone).
- Dial the extension you wish to transfer to.
- Wait for the called party to answer, and announce the call.
- Press Link.
- Press RLS for silent hang up.

### CONFERENCE

To set up a 6 way Conference Call –

- Answer or make first call.
- Press link. Dial the number you wish to add.
- Press link.

In case of no answer, busy, wrong number, or dialing wrong – press Link twice to return to your caller.

### CALL PICK-UP

Allows you to pick up a ringing telephone in your pick-up group

- Lift handset and hear dial tone.
- Dial 13.

### CALL FORWARD

You can forward your phone to another phone or voice mail when you are out of the office

- Lift Handset.
- Dial # 1.
- Dial the 4-digit number you wish to forward to.
- Hang up, or press RLS.

To cancel forwarding –

- Lift Handset.
- Dial # 1.
- Hang up, or press RLS.

#### RING AGAIN

You can have the system watch a busy internal line and call you when it is free

- Press Link when you hear a busy tone.
- Dial 11.

Lift handset when you hear short, ringing bursts – the number you want will be automatically dialed.

To cancel Ring Again –

- Lift handset.
- Dial 12.

#### CALL PARK

Allows you to move a call to another phone

- Press Link
- Dial 171. Hang Up. Call is parked on your directory number.

To retrieve Parked Call –

- Lift handset.
- Dial 172 and your directory number

Park Threshold \_\_\_\_\_

#### MESSAGE WAITING

A flashing visual indication of new Voice Mail messages

- Lift Handset, or press Handsfree Button.
- Press Voice Mail button, or dial Mail number to access Mail.

#### DISPLAY

Shows Time and Date.

Also used in Programming Functions.

### CONTRAST KEY

Eight settings to adjust the Display Contrast

### DIRECTORY KEY

Store and access up to 50 names and numbers

### SAVE KEY

Used to program Directory and Memory Keys

### MEMORY KEYS

Can be used to store numbers or features

### DIAL

Dials any displayed number

To set one of four different Ring Tones on your phone –

- Press the Set Options Key.
- Press 3.
- Press 3 again, and follow display instructions.
- Press Save.

### DIRECTORY

50 entries

To save –

- Press Save.
- Press Directory.
- Enter number you wish to save.
- Press Save.
- Enter name.
  - Use Keypad letters
  - Hold to switch between upper and lower case
  - - > to move to next letter
  - < - to erase or backspace
- Press Save

To Find –

(You may do this while on a call also)

- Press Directory.
- Use Keypad and down arrow for the letter you want or use < - and - > to scroll through the list.
- Press Director or RLS to ext.

If you are on a call – pressing RLS will disconnect the caller.

To Call –

- Press Directory.
- Find number you wish to call.
- Lift Handset, or press Handsfree, or press Dial.

To Edit –

- Press Directory.
- Find item to Edit.
- Press < -.
- Use < - to erase. Use Dial Pad to add.
- Press Save.

To Delete –

- Press Directory.
- Find item.
- Press # twice.
- Press RLS.

To Delete Entire Directory –

- Press Directory.
- Press # twice.

## CAUTION

To program numbers to Memory Keys –

- Press Save.
- Press Memory Key you wish to program.
- Enter number (24 digits maximum. Hold to pause.)
- Press Save.
- Use Dial pad to enter name.
- Press Save.
- Label your Memory Key.

To Use –

- Get a Dial Tone.
- Press Key.